

SECRET

NPIC/D-183/70

19 JUN 1970

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Agency Employment of Immediate Family Members

REFERENCE : Executive Director-Comptroller's Memo, dated 17 April 1970, Subject as above

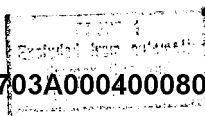
1. We are cognizant of the problems, both immediate and potential, surrounding the Agency employment of close family members and appreciate the policy guidance in this matter which has recently been brought to our attention. The somewhat unique situation at NPIC, which makes it difficult for us to strictly adhere to the letter of the policy, has been brought to the attention of the Office of Personnel and the DDI Administrative Staff on previous occasions. In April 1969, we had 94 NPIC employees with relatives employed at NPIC, of which 23 husband and wife teams were included. A recent review shows that we now have 97 NPIC employees who have relatives also employed at NPIC, of which 26 are husband and wife teams. The husband and wife teams include 21 wives in clerical positions which would have to be filled from other sources under the stated policy.

2. There are several factors which contribute to the situation of employed relatives at NPIC:

- a. Physical location [] is not an acceptable location to a majority of single clerical employees. The distance from Headquarters creates transportation problems for married employees of NPIC who have a spouse employed there.
- b. Young employees - The average age of IP Careerist is 32.7 and approximately 50% are under age 30. This, combined with our somewhat isolated location, seems to contribute to a number of office marriages.
- c. Rapid growth - During its early years, NPIC grew rapidly and every available recruitment source, including employment of relatives, was needed to meet the personnel needs. Consequently many of the 97 related employees have been on duty for several years.

25X1

SECRET



SECRET

Approved For Release 2004/02/12 : CIA-RDP78B05703A000400080038-3

NPIC/D-183/70

SUBJECT: Agency Employment of Immediate Family Members

3. Recognizing the disadvantages, we have taken steps to insure 'maximum virtue' by continually monitoring the situation: we require that each new employee complete a relative survey form; we maintain a listing of employees with relatives not only at NPIC but elsewhere in the Agency; and we review periodically the listing to insure that changes in job assignments do not constitute nepotism violations. Every effort is made to assign those relatives who are hired to different Groups within the Center. With rare exceptions, which must be justified in writing and approved by me, all relatives working in the same Group are assigned to different Divisions of that component.

4. With the large numbers involved, to effect transfers would cause a serious drain on our personnel resources and perhaps create morale problems within the Center. Taking all these points into consideration, we believe it essential that recognition be given to the unusual employment situation at NPIC and that we be permitted to continue our present practices with the assurance that monitoring will be done on a continuing basis to insure that there is no abuse of good and rational personnel practices.



Executive Director
National Photographic Interpretation Center

Distribution:

- Orig & 1 - DDI
- 1 - DDI/Admin
- 2 - NPIC/ODIR
- 1 - NPIC/SS/PB

NPIC/ODIR  :lak(19June70)

25X1

25X1

Approved For Release 2004/02/12 : CIA-RDP78B05703A000400080038-3

SECRET

20-1853

17 April 1970

NPIC

MEMORANDUM FOR: Director of Personnel

SUBJECT : Agency Employment of Immediate Family Members

1. For some time now we have been trying to establish reasonable policy guidance governing the employment of married couples. I believe that we should broaden the policy to provide guidance in the employment of all immediate family members, who for this purpose will be deemed to include spouse, sibling, and child.

2. It is the Agency's policy not to discourage the employment of immediate family members, provided reasonable standards and good judgment are applied. Care must be taken to avoid the charge, or even the appearance, of nepotism in either the original employment or the subsequent management of relatives of Agency employees.

3. The following policies will govern:

a. Two or more family members will not work in the same Office (or Division in the Clandestine Service). This policy will be applied with due consideration for the fact that there are presently immediate family members working in the same Office and currently needed there. Where feasible, change in work location for one will occur with due consideration of job requirements and the qualifications of the individuals concerned.

b. With specific reference to married couples:

(1) When two employees already on duty marry, one will be transferred to another Office as soon as a suitable assignment can be found.

(2) When both husband and wife are professional employees and one is reassigned to another work location

SECRET

Excluded from automatic
downgrading and
declassification

and refuses the assignment because it is in conflict with the employment of the spouse, the Director of Personnel in consultation with the appropriate Deputy Director will determine which of the two careers is dominant. The Director of Personnel will take whatever measures are necessary to resolve the employment status of the spouse. If the dominant member is being reassigned, the spouse may (a) remain in place, (b) be reassigned to the new location in a staff or contract capacity as appropriate, or (c) resign to accompany the dominant member.

(3) Working spouses are entitled to all the benefits related to their employment status.

(4) The determination of employment of a spouse at an overseas station is the responsibility of the cognizant Deputy Director. As appropriate, this determination will be coordinated with the Deputy Director for Plans.

(5) The spouse of a supergrade employee will not be offered employment by the Agency.

4. It is understood that the above guidance will not be announced by Notice or other general media. It is further understood that there may be situations in which your judgment and discretion may dictate exceptions to these general provisions.



L. K. White
Executive Director-Comptroller

25X1

SECRET